

## **Department Chair Letter of Recommendation Guidelines**

(Created: July 28, 2020)

The Department of Surgery is highly supportive of resident efforts to apply for funding to cover their research year(s). Given the volume, the Chair's office has requested a standardized timeline and process for these requests as follows:

To initiate a request, please email Dr. Sosa and cc both her assistant Sabrina Lum ([Sabrina.Lum@ucsf.edu](mailto:Sabrina.Lum@ucsf.edu)) and your primary research mentor at least **3 weeks prior** to the deadline. Please include:

- A **"near final"** draft LOR that is directly responsive to the specific grant. Please ensure that at least 1 of your research mentors has reviewed and edited the letter.
- Your CV
- Grant information (either as a link or as an attachment).
- **Application deadline**
- Instructions as to what Sabrina should do with the LOR, after it is completed and signed (e.g. upload to grant website; return to you; etc.).

Please direct any questions about the status of an LOR to Sabrina.